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1 MAY 1978

PERSONNEL

11. Position Classification

a. Authority. The Director of Central Intelligence has authority to establish salary levels or rates of pay for Agency employees, as provided for in the Central Intelligence Act of 1949, as amended.

b. Policy.

(1) Insofar as practicable, it is Agency policy to adhere to:

(a) the basic principles and concepts of the Classification Act of 1949, as amended, for the classification of General Schedule positions;

(b) the intent of PL 313, August 1947, for the classification of Scientific Pay Schedule (SPS) positions;

(c) the provisions of the Government Employees Salary Reform Act of 1964 for the classification of positions into the Executive Schedule at levels IV and V;

(d) the Federal Wage System for the classification of locality wage positions;

(e) lead Agency pay practices for the classification of Government Printing (GP) and Graphic Arts (GA) positions;

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(g) the military occupational classification system for Agency positions requiring the assignment of military personnel.

(2) The objective of position classification in the Agency is to provide a position structure that is derived from the application of Government-wide evaluation criteria, ^{thus} insuring both internal job/pay equity and comparability with position structures throughout the Federal Government for similar kinds and levels of work.

c. Program. The position classification program of the Agency encompasses the following:

(1) Evaluation of new and existing positions to determine the proper titles, occupational codes and grades as applicable to salary and wage systems that include General Schedule through grade GS-18, Scientific (SPS), Executive/^{Pay} Schedule (EP), federal wage (locality), lead Agency practices, and foreign local wage schedules;

(2) Conduct of comprehensive position classification reviews of organizational elements or occupational categories;

(3) Development, implementation, and maintenance of, and adherence to, position classification standards consistent with the job evaluation systems prescribed for use throughout the Federal Government competitive service;

(4) Authentication and issuance of new and revised staffing complements to reflect approved position classification actions;

(5) Development, approval, issuance and maintenance of an official record of all position titles and occupational codes used within the Agency;

(6) Maintenance of an official repository of Agency position descriptions.

d. Definitions.

(1) Position. The duties and responsibilities which, in the aggregate, constitute a job requirement as assigned to an employee by Agency management.

(2) Position Classification. The data collection for, and the analysis, evaluation and approval of, positions by salary or wage schedule, position title, occupational code and grade.

(3) Position Description. The official documentation which describes a major duties and responsibilities and related requirements of/position.

(4) Position Classification Standard. The written criteria approved by the Director of Personnel for classifying positions by schedule, title, occupational code and grade.

(5) Survey. Comprehensive position classification and position management review of organizational elements or occupational disciplines.

e. Responsibilities.

(1) The Director of Central Intelligence (or designee) is responsible for:

(a) providing policy guidance and direction for the development, administration and enforcement of the Agency's position classification program;

(b) approving the classification of supergrade (GS-16 through GS-18) and Scientific Pay Schedule (SPS) positions;

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(c) adjudicating position classification appeals submitted for final decision.

(2) Deputy Directors and Heads of Independent Offices are responsible for:

(a) insuring that subordinate managers and supervisors are knowledgeable of the position classification systems applied in the Agency and their relationships to such managerial considerations as job-pay equity and budgeting;

(b) insuring that component managers under their jurisdiction provide documentation in accordance with formats prescribed by the Director of Personnel for positions undergoing classification review;

(c) determining whether position classification decisions made by the Director of Personnel as the result of an appeal should be further appealed to the Director of Central Intelligence (or designee) as the final appellate authority, and insuring that justifications are provided;

(d) reviewing draft position classification standards to insure accuracy of occupational coverage and levels of work and to recommend substantive changes.

(3) Managers and Supervisors at all levels are responsible for:

(a) insuring the validity of proposed job requirements;

(b) insuring that requests for position classification actions are fully documented in a format prescribed by the Director of Personnel;

(c) preparing written substantive justifications when submitting position classification appeals to the Director of Personnel or to higher appellate authority.

(4) The Director of Personnel is responsible for:

(a) establishing and administering a centralized position classification program for the Agency consistent with those of the Federal government at large;

(b) approving position classification standards for use in classifying Agency positions and insuring adherence thereto;

(c) adjudicating position classification appeals submitted by component heads;

(d) establishing formats to be used by component managers and supervisors in preparing position descriptions and other job information submissions.

(5) The Chief, Position Management and Compensation Division (Office of Personnel) is responsible for:

(a) scheduling and conducting position classification and position management surveys of organizational elements or by occupational categories;

(b) approving and implementing classification findings for positions in the General Schedule through GS-15 and for all wage grade positions for which no appeals have been submitted by component heads to the Director of Personnel within 30 calendar days after being duly notified of such findings;

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(c) implementing, as appropriate, classification decisions made at appellate levels;

(d) developing, and on approval by the Director of Personnel, issuing, applying and maintaining position classification standards;

(e) authenticating and issuing new and revised staffing complements to reflect approved position classification actions;

(f) developing, approving, issuing and maintaining the official record of all position titles and occupational codes used within the Agency; []

(g) providing component heads, the Director of Personnel, and higher appellate officials, as needed, with evaluation statements and other data that is supportive of PMCD's classification determinations;

(h) maintaining the official repository of Agency position descriptions.

f. Classification Appeals. Position classification findings by PMCD may be appealed by component heads in writing to the Director of Personnel within 30 calendar days of notification of such findings. Upon review of the facts pertinent to appeals, the Director of Personnel will render decisions which will be implemented on staffing complements. If component heads disagree with the decisions of the Director of Personnel, they may, in company with the appropriate Deputy Director, meet again with the Director of Personnel with the intent of reconciling the issues in dispute. If the Director of Personnel sustains the original appellate decisions, the component heads, with the approval of the concerned Deputy Director, may further appeal the decisions through the Director of Personnel to the Director of Central Intelligence (or designee). The latter will render final classification decisions.

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Remarks: ATTACHED IS REVISED DRAFT OF HR [REDACTED] (POSITION CLASSIFICATION) FOR YOUR REVIEW AND SUBMITTAL TO THE REGULATIONS CONTROL BRANCH.					
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FROM: NAME, ADDRESS AND PHONE NO.					DATE
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a. Policy

- (1) The Classification Act of 1949, as amended, provides a plan for the classification of positions by occupational series and grades. Although specifically excepted from the provisions of this Act, the Agency has, as a matter of policy, adopted the occupational structure and pay scales which the Act provides and adheres to the basic philosophy and principles of the Act in determining the appropriate classification of General Schedule (GS) positions. The primary objective of the Agency position classification program is to maintain a sound and equitable compensation structure consistent with that of the Federal Government at large.
- (2) The Director of Personnel is delegated the authority from the DCI to analyze, evaluate and approve positions by occupational series and grade through GS-15 as determined by established classification procedures under this regulation. This approving authority may be further delegated in writing to qualified officers by the Director of Personnel as appropriate. The Director of Personnel is also responsible for the analysis and evaluation of General Schedule GS-16 through GS-18 (super-grade levels) and Scientific Pay Positions and making recommendations to the Director of Central Intelligence for his approval. (HR [REDACTED] and HR [REDACTED] respectively describe the internal Agency management of super-grade (SG) and Scientific Pay Schedule (SPS) positions.)
- (3) The Director of Central Intelligence establishes Executive Pay Level (EP) positions and advises the Office of Management and Budget (OMB) accordingly.
- (4) Locality Wage Positions - The Director of Personnel or his representative allocates positions by title, series and grade (or pay level), as

appropriate in accordance with published standards or lead agency practices (e.g., GPO for GP positions). Federal Wage System, STATINTL Government Printing, Graphic Arts and special schedules for foreign national employees in overseas positions are included in the general context of the Director of Personnel's responsibility for locality wage and position management.

b. Definitions

- (1) POSITION. The composite of all the duties and responsibilities assigned or delegated by competent authority which require the full-time employment of one person.
 - (2) POSITION STANDARD. The written criteria for classifying positions by title, occupational code and grade or pay rate.
 - (3) POSITION DESCRIPTION. The official documentation for each position(s) which ^{describes} outlines the major duties and responsibilities which are necessary to accomplish a segment of work as authorized by management.
 - (4) POSITION CLASSIFICATION. The analysis and evaluation of a position and its placement in a class by title, series [code] and grade. ^{or pay level}
 - (5) SURVEY. A position management and/or classification review of organizational elements, or occupational disciplines.
 - (6) MAINTENANCE REVIEW. The review of existing individual positions or small groups of positions which comprise less than a comprehensive organizational element to determine and act on the currency and adequacy of such positions in terms of titles, series and grades.
- c. Evaluation of Positions. Agency positions are ^{currently} evaluated and classified by a combination of techniques such as ranking of positions by degree of responsibility, comparison of essential factors with position standards, and comparison with other positions both within and outside the Agency. To the extent

practicable, the Agency will comply with and adapt the system and STATINTL methodology for position classification as applied throughout the federal government. As appropriate, adjustments may be made for security, risk and environmental factors inherent in Agency positions.

- (1) The evaluation and classification of positions are implemented through the Office of Personnel position management and classification survey program, or through the review of individual positions or small numbers of positions. Except for those determinations which are appealed by the component, position classification determinations will be implemented immediately following notification to the component concerned.

- (2) *Classification review of Agency positions*
Position evaluation may be unilaterally initiated by the Office of Personnel or upon request of senior component management.
- (3) A position description will be written for each position (or group of identical positions) in a format prescribed by the Director of Personnel, certified by both the employee (where encumbered) and the supervisor as to its accuracy and completeness prior to establishing the position on the component Staffing Complement. The description will be used for determining the proper title, occupational series and grade of the position. It may also be utilized as a guide for purposes of recruitment, promotion, orientation of new employees, and performance evaluation. Position descriptions will be reviewed and recertified annually by the supervisor and the employee (where position is encumbered). In the event that a change in duties and responsibilities has occurred to a position since previously described and classified, the position description will be amended or rewritten to reflect such change. The position will be *reviewed* *Position Management and Compensation* reevaluated by the Director of Personnel to determine whether reclassification or reauthentication action is proper.

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(4) In the event that position descriptions cannot be prepared at the time of the formation of a new organization, ^{informed} such organizations will be established on the Staffing Complement with all new positions ^{assigned} bearing a tentative classification as determined by the ^{Personnel Management} Director of ^{and Compensation Division} Personnel. At a time agreed upon by the head of the new organization and the Director of Personnel, a review of the positions will be conducted based on position descriptions furnished by the component head. Action will then be initiated to classify the position on the basis of actual duties and responsibilities.

- d. Classification Surveys. Periodic classification surveys of major organizational elements of the Agency will be scheduled and conducted by the Office of Personnel to determine proper position classification and provide operating officials with advice and guidance ^{in their efforts to} concerning organizational ^{achieve the most productive utilization of position and personnel} structure and effective position management. ^{resources}
- e. Appeals. The head of a directorate, his designee, or incumbents of affected positions may appeal position allocations to the Director of Personnel. If such appeal does not result in a resolution of the issue, a further appeal may be submitted to the DCI (or designee) for final decision.
- f. Responsibilities.

- (1) ^{the} Director of Central Intelligence (or designee) is responsible for:
 - (a) Approving positions classified ^{in the} at supergrade, the Scientific ^{range of the Bureau's} Pay ^{Section} and Executive Pay levels. ^{the} ^{Cashier} ^{exclusive of Levels I, II and III}
 - (b) Approving position classification standards prior to publication.
 - (c) Adjudicating all classification appeals submitted to him for decision.

- (2) Deputy Directors and component heads are responsible for
 - (a) insuring that positions under their jurisdiction are documented in accordance with formats as prescribed by the Director of Personnel;
 - (b) insuring that subordinate managers and supervisors are informed of the relationship of position classification to job/pay equity, employee benefits, morale, budgeting and other managerial considerations.
- (3) The Director of Personnel and Comptroller will collaborate in the review of personnel ceiling and organizational requirements during the budget and audit processes.
- (4) The Director of Personnel is responsible for
 - (a) establishing, implementing, and maintaining a centralized position classification and position management program and for providing the qualified personnel necessary to accomplish such a program.
 - (b) establishing and maintaining on a continuing basis, a program of occupational standards development and publication for use in the evaluation of Agency positions. To the extent practicable, such standards will be consistent with those in use throughout the federal government and will be written internally where external standards are not available or do not apply. Standards development and coordination will be accomplished by the Director of Personnel and the finished product approved by the DCI (or designee) prior to publication.

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e. APPEALS. The head of a directorate or independent office, his designee, an operating official, or an employee may submit in writing an appeal from a proposed or effected position allocation to the Director of Personnel. If the appellant does not agree with the Director of Personnel's decision, he or she may submit the appeal to the DCI for final decision. The written appeal shall identify the position by number, organizational location, and both current and requested schedule, title, and grade. The appeal shall cite the circumstances of the case, indicate the reasons why the appellant considers the position erroneously allocated, and present additional facts thought to have been omitted from previous consideration. The appeal shall include a position description that the appellant considers to be complete and accurate.

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STATINTL d. SUPERGRADE APPEALS. See HR [REDACTED] for appeals procedure.

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STATINTL h. SPS APPEALS. See HR [REDACTED] for appeals procedure.

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Remarks:

Frank:

We suggest the attached amendments to HR [REDACTED] and [REDACTED] on Appeals. After considering a number of variations, we concluded this shorter version is the best for now. When we get our Handbook Project underway, we might consider a more detailed procedural description there.

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

C/PMCD/1010 Ames/[REDACTED]

5 Oct 77

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e. Appeals. The head of a directorate or independent office, his designee, an operating official, or an employee may submit in writing an appeal from a position allocation decision (excluding supergrade and Scientific Pay Schedule positions, covered in ~~HR20xx~~ HR [REDACTED] and HR-[REDACTED]) to the Director of Personnel. If the appellant does not agree with the Director of Personnel's decision, he or she may ~~then~~ submit the appeal to the DCI or his designee, as appropriate, for final decision. The written appeal shall identify the position by number, organizational location, and both current and requested schedule, title, and grade. The appeal shall indicate the reasons why the appellant considers the position erroneously allocated and present ~~any~~ additional facts ^{thought to have been} ~~the appellant thinks were~~ omitted from ~~the~~ previous consideration which may affect the appeal. The appeal shall include a position description that the appellant considers to be complete and accurate.

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e. Appeals. The head of a directorate or independent office, his designee, an operating official, or an employee may submit in writing an appeal from a position allocation decision (excluding supergrade and Scientific Pay Schedule positions, covered in [REDACTED] and HR-[REDACTED]) to the Director of Personnel. If the ^{STATINTL} appellant does not agree with the Director of Personnel's decision, he or she may then submit the appeal to the DCI or his designee, as appropriate, for final decision. The written appeal shall identify the position by number, organizational location, and both current and requested schedule, title, and grade. The appeal shall indicate the reasons why the appellant considers the position erroneously allocated and present any additional facts the appellant thinks were omitted from the previous consideration which may affect the appeal. The appeal shall include a position description that the appellant considers to be complete and accurate.

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